



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - STUTTGART
UNIT 30401
APO AE 09107-0401

28 SEP 2005

IMEU-STU-EEO

MEMORANDUM FOR Civilian Employees and Service Members of the USAG-Stuttgart

SUBJECT: USAG-Stuttgart Command Policy Letter 3, Equal Employment Opportunity Complaints Procedures

1. References:

- a. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 2004.
- b. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 Mar 1988.
- c. AE Command Policy Letter #19, Equal Employment Opportunity 4 May 2003.

2. I am totally committed to the Department of Army policy to provide equal opportunity in employment for all persons and to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, disability and reprisal. No person shall be subject to retaliation for opposing any practice made unlawful by Title 7 as amended, the Age Discrimination in Employment Act of 1967, as amended, the Equal Pay Act of 1963 or the Rehabilitation Act of 1973, or for filing or taking part in presenting or processing discrimination complaints.

3. Equal Employment Opportunity (EEO) counseling is an essential part of the federal system for processing and resolving employee and applicant concerns. We will process complaints quickly and impartially while guarding the rights of persons against whom allegations have been made.

a. Under most anti-discrimination laws, a formal EEO complaint can only be filed when the matter has first been presented to an EEO Counselor for inquiry within 45 calendar days from the date of the matter; or in relation to a personnel action, within 45 calendar days of its' effective date; or within 45 calendar days of the date the aggrieved person became aware of the discriminatory event or personnel action. Individuals with EEO concerns should contact the USAG-Stuttgart EEO Office at DSN 421-2649. EEO Counselors will be assigned for pre-complaint counseling. For Equal Opportunity procedures described in AR 600-20, see Policy Letter 13.


b. Complaints should be resolved at the earliest possible stage and use of the Alternative Dispute Resolution Mediation Program during the pre-complaint process is encouraged. Early resolution of complaints achieves better employee relations, cuts administrative costs, avoids protracted litigation and is consistent with the Army's commitment to EEO.

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c. A copy of this memorandum will be permanently displayed on official bulletin boards. I recommend you circulate this memorandum among your military and civilian subordinates. If you do this, I further recommend that you create a record that your personnel have reviewed the document.

4. Point of contact for this policy is EEO at DSN 421-2649.



KENNETH G. JUERGENS
COL, OD
Commanding